

# ***Notice***

All presentation of graphics before the Planning & Zoning Commission and City Council must utilize Microsoft PowerPoint\*. PowerPoint presentations should be brief, to the point, and used primarily for illustrative purposes only. **No boards, rolled graphics, or handouts will be allowed at public meetings.**

The City has implemented this policy due to problems caused by such visual displays in video taping the meetings, as well as audience (both on television and those in attendance) complaints that the displays are not visible.

Please let your planner know if you plan to present a PowerPoint presentation. A CD, DVD, or e-mail with your presentation must arrive at the Development Services Customer Service Desk no later than 5:00 pm on the Thursday prior to the applicable meeting.

If you have any questions about this policy please contact Development Services at (972) 292-5300.

Your cooperation is appreciated.

\*Note: If your organization uses a program other than Microsoft PowerPoint, please contact the Audio/Visual department at (972) 292-5076 or **AV@friscotexas.gov** to insure compatibility.